Fermilab

FermiWorks
Create a Job Requisition: Create Additional Position
Change Job > Add Job
05.15.15

When an employee has an additional job to display a reporting relationship, use the following procedure. This does not increase budget or headcount. The Fermilab phone directory will only display the primary position.

1. Type **Create Job Requisition** in the Search box.

2. Press **Enter**.

3. Select **Create Job Requisition** from the Search Results list.

4. If you are responsible for direct reports in more than one **Supervisory Organization** select **Prompt**, drill down and select the appropriate **Supervisory Organization**.

If you are only responsible for one Supervisory Organization this field auto populates.

> **NOTE:** A Supervisory Organization groups workers into a management hierarchy. A supervisory organization can be a department, group, or project. Jobs, positions, and compensation structures are associated with supervisory organizations and workers are hired into jobs or positions associated with a supervisory organization.
>
> All fields with a red asterisk (*) are required fields. All Fermilab required fields may not have a red asterisk. A validation error message displays to identify these required fields.
>
> For all required fields, always use Prompt and select from the list that displays (if available).

5. Select **Create New Position**.

> **NOTE:** This will not increase headcount.

6. Verify the **Worker Type** is Employee.

> **NOTE:** If this requisition is for an on-call position, the worker type is employee.
>
> To create a position in your organization for a contingent worker, follow the Create a Job Requisition: Create New Position for a Contingent Worker process.
>
> A contingent worker does not receive a W2 from Fermilab. This includes: authorized guests, contractors, other visitors (school teacher, scientist or researcher, student, and technician).
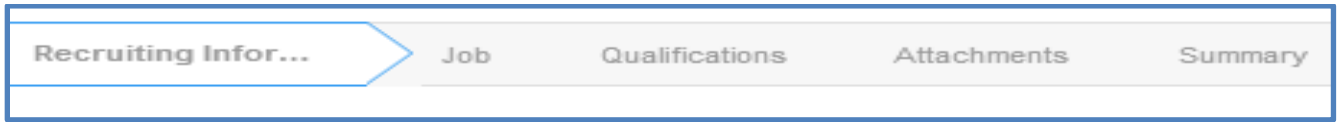
7. Click **OK**.

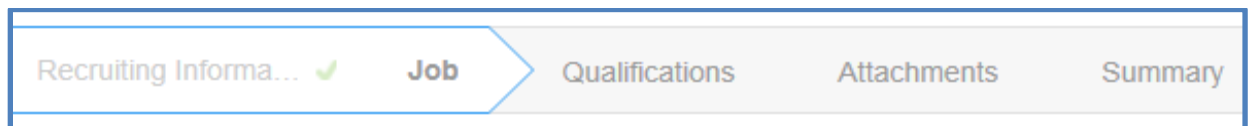The **Recruiting Information** section displays.

The chevrons display the sections to be completed.

1. Click **Number of Openings** to open the section.

2. The **Number of Openings** defaults to one. If there is more than one opening, enter the number. A requisition number will still be created as it has been in the past (prior to FermiWorks.)

3. **Reason:** Click Prompt > Create Job Requisition > Administrative. Select the appropriate Administrative **Reason**.

4. Enter the **Recruiting Start Date**. Enter today's date.

> **NOTE:** You cannot hire or promote someone before the recruiting start date or target hire date. For example, if you are entering the Administrative requisition and enter the recruiting start date and target date using 5/2, the effective date cannot be before 5/2.

5. Enter the **Target Hire Date**. Enter today's date.

6. Click **Next**.

The **Job** section displays.

A green check mark (✓) displays to the right of the section(s) completed.

1. Enter *Additional Position* for the **Job Posting Title**.

2. Enter the **Justification** for a new or replacement position.

3. **Job Profile:** Click Prompt, drill down and select the appropriate **Job Profile**. This is the Fermilab Compensation job title, e.g., Engineer IV.

> **NOTE:** The Job Description Summary auto populates based on the job profile entered. The Job Profile must be a Fermilab job profile.

4. **Worker Sub Type:** Click Prompt > For Current Country. Select Regular for the **Worker Sub-Type**. This is an additional categorization of the job profile.

5. **Time Type:** Click Prompt and select the appropriate **Time Type**.

6. **Primary Location:** Click Prompt > Batavia for the **Primary Location**.

> **NOTE:** CERN in Batavia, Illinois is used for workers who are located at CERN and are paid by Fermilab.

7. Click **Next**.

The **Summary** section displays.

1. Review the Summary section and make changes as appropriat.

> **NOTE:** Verify the Organization Assignments are correct. The Organization Assignments section **MUST** be completed.

2.

3. Click **Done**.

After the Job Requisition for an additional position is approved, the second process, Change Job > Add Job can be initiated by the Division Administrator. The Division Administrator will receive a notification when the job requisition has been approved.
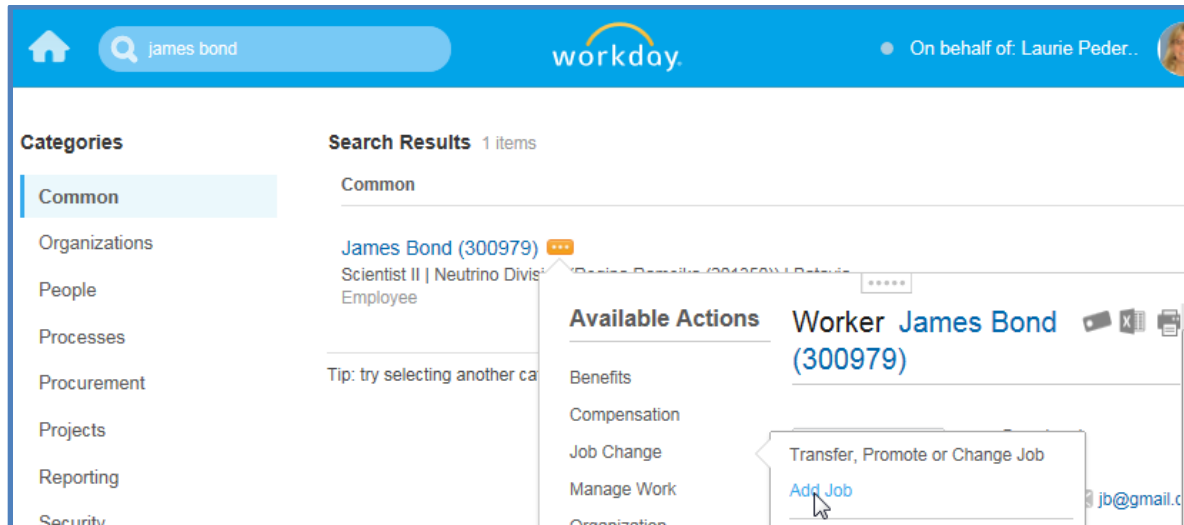
Change Job > Add Job

1. Enter the employee's name in the search box.

2. Click **Related Actions > Change Job > Add Job**.

3. Select the Supervisory Organization the additional job reports to.

4. Click **OK**.

5. Enter the **Effective Date**.

6. Select **Additional Position**.

7. Change the Scheduled Weekly Hours if less than 40.

8. If this position should be excluded from headcount open the **Additional Details** section.

9. Check the **Exclude from Headcount** check box.

10. Click **Submit**.

Other Jobs displays below the employee's name.

James Bond (300979) ···

Scientist II

Scientist II	View Team	Regina Rameika (201350) Manager
Other Jobs	Batavia	
jb@gmail.com		

Click **Other Jobs > Job Details** to view the details of the additional position.

James Bond (300979) ···

Scientist II

Scientist II (+)	View Team	Regina Rameika (201350) Manager
Other Jobs	Batavia	
jb@gmail.com		

Job	Personal	Contact	Benefits	Performance	Career	Over »
Professional Profile	Job Details	Management Chain	Timeline	Service Dates	Organizations

Job Details

Employee ID	300979
Organization	Fermi National Accelerator Laboratory (Nigel Lockyer (203705)) >> Neutrino Division (Regina Rameika (201350))
Position	Scientist II (+)
Business Title	Scientist II
Job Profile	036100 – Scientist II
Employee Type	Regular
Time Type	Full time
FTE	100.00%
Location	Batavia
Hire Date	02/18/2015
Original Hire Date	02/18/2015
Continuous Service Date	02/18/2015
Years of Service	0

Contact Information - Public

Email	jb@gmail.com